

**Pilot Steering Committee
WEBINAR
February 21, 2007
1400**

Members Present:	Members Absent:	Staff:	Others:
Billy Altman	Steve Puckett	Greg Neiman	Heidi Hooker
Tom Jarman	Monty Dixon	Chad Blosser	Holly Sturdevant
Connie Purvis	Delbert Garrett	Warren Short	
Mary Peyton Miller		Thomas Nevtral	
Larry Snyder			
Gary Dalton			
Jon Blank			
Helen Nelson			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Welcome	The Meeting was called to order at 1415.	
II. Introductions	The Committee Members introduced themselves.	
III. Approval Of Minutes	The committee reviewed the minutes from the January 31, 2007 WEBINAR	MOTION BY: TO: Accept the minutes as presented SECOND BY: VOTE: Unanimously Approved
IV. Reports of Committee Members	None	
V. Review and Approval of Scenario Template	The Committee reviewed the updated universal scenario template.	MOTION BY: Connie Purvis TO: Accept the revised scenario template Helen Nelson submitted. SECOND BY: Jon Blank VOTE: Unanimously Approved

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
VI. Other Items	The committee discussed how to list the competencies that would be awarded if the scenario were completed successfully. Connie Purvis requested we put together an evaluation tool to collect data from the students and instructors about their impressions of the program.	
VII. Assignments for next meeting	Greg Neiman will forward the scenario template to the Committee Everyone should come up with 6 Scenarios on the template; 3 Medical and 3 Trauma: 1 Easy (early curriculum), 1 Medium (middle of curriculum), 1 Complex Scenario(comprehensive summative evaluation.) Include what competencies each scenario will satisfy. Mary Peyton will send her Competency Checklist Connie Purvis will put together a student and instructor evaluation.	
VIII. Establish Meeting Dates	WEBINAR March 29, 2007 2:00pm	
IX. Adjournment	Adjourn at 1545.	

EMT-B Pilot Steering Committee
WEBINAR
February 21, 2007, 2pm
Agenda

- I. Welcome
- II. Introductions
- III. Approval of Minutes from 1/31/07
- IV. Reports of Committee Members
- V. Review and Approval of Scenario Template
- VI. Other Items
- VII. Assignments for next meeting
- VIII. Establish next meeting date
- IX. Adjourn

Attachment: A
February 21, 2007 Pilot Steering Committee
Meeting Minutes

January 31, 2007
Minutes of the Pilot Steering
Committee WEBINAR

**Pilot Programs Ad-Hoc Committee
WEBINAR
January 31, 2007
1430**

Members Present:	Members Absent:	Staff:	Others:
Billy Altman Helen Nelson Jon Blank Steve Puckett Connie Purvis Larry Snyder Monty Dixon	Delbert Garret Thomas Jarman Gary Dalton	Greg Neiman Warren Short	Jon Donnelly Heidi Hooker Holly Sturdevant

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Welcome	The Meeting was called to order at 1445	
II. Introductions	The Chairman, Billy Altman, gave background behind the formation of this committee and its purpose.	
III. General Discussion & Ideas	<p>The Committee discussed the formation of standard scenarios which makes the process of recording competencies easier. Helen Nelson indicated she had a number in development and would send them out to the group by the end of the week.</p> <p>Helen Nelson also discussed creating a skills schedule book that lists the skills and how to run them to benefit the smaller programs. She has started this as well and has spoken to Tom Jarman about coordinating this effort. Billy suggested possibly breaking this project in pieces and assigning it to various members of the committee. Once a program knows how many skills sessions they have in their schedule, they will be able to use this to plan what will be done in each session.</p> <p>Billy Altman suggested putting out a standard template for scenario building and Helen indicated she</p>	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>would send out her template.</p> <p>There was a discussion of the cost of doing the program and whether there was additional funding to assist.</p> <p>Jon Blank sent his course outline to the group.</p> <p>There was discussion about the Initial Competency list and Greg will send out the latest file from PWC and Helen will send her book as well.</p> <p>There was a discussion about what textbooks the Coordinators were using.</p> <p>The committee agreed to begin tackling items in small sections. Helen Nelson and Tom Jarman will send out their templates for review by the Committee. Comments are due back to Greg Neiman by February 14th, 2007.</p> <p>Warren Short clarified Connie Purvis' proposal regarding supplemental payment for practical trainers. Warren reminded everyone that the maximum ratio for practicals/competency check off is 6:1. There was discussion about additional funding to support the Pilot Programs. Warren advised that anyone who feels they need additional funding to ensure the Pilot is able to run, they should work up a proposal and send it to Greg Neiman for consideration. Connie's proposal sought additional funding @ an amount of \$300/6 students.</p> <p>Warren reminded that the Pilot program is merely that, a Pilot to explore alternative ways to teach the material. The Office is not replacing the current process of teaching EMT-Basic Programs. It is possible that the Pilot Process will not fit in all areas of Virginia and it is not designed to do so.</p>	
VI. Establish Meeting Dates	WEBINAR - Wednesday, February 21 st , 2007 @ 1545	
Adjournment	Adjourn at 1630.	